

## eLinking Applicant Information to a Hiring Supervisor

After some bit of testing, we have found that a good way to get applicant information to hiring supervisor is using the BrassRing eLink feature. This will provide an electronic link into BrassRing for all applicants referred for a vacancy. This feature works most consistently when fewer than 25 applicants are selected. This is due to the size of the files and the amount of time needed to create the file for emailing. Some users have been able to eLink larger numbers, say up to 50 but others have been limited to only 15 or 20. It may depend on your connection, network, PC speed, time of day etc. Just do some experimenting to see what works for you.

Here are the instructions on how to eLink applicant information to your supervisors:

Select up to 25 applicants at a time from the req folder (click the box by their name). Click [eLink](#).

Showing candidates 1 - 50 of 149 Selected candidates

1 | [2](#) | [3](#) | [Next](#) →

Actions		Select all	Name	Viewed	Notes	Forms	HR status	Candidate type	HR status (click to upd
<a href="#">View</a>		1 <input checked="" type="checkbox"/>	<a href="#">Adamovicz, Patrick</a>	✓	+			<a href="#">External</a>	<a href="#">Qualified</a>
<a href="#">eLink</a>		2 <input checked="" type="checkbox"/>	<a href="#">Adams, Brigitte</a>	✓	+			<a href="#">External</a>	<a href="#">Qualified</a>
<a href="#">Update same status</a>									
<a href="#">Move/Copy to req</a>									
<a href="#">Move/Copy to folder</a>		3 <input checked="" type="checkbox"/>	<a href="#">Adams, Shawn</a>	✓	+			<a href="#">External</a>	<a href="#">Qualified</a>
<a href="#">Send communication</a>		4 <input checked="" type="checkbox"/>	<a href="#">Agee, Angela</a>		+			<a href="#">External</a>	<a href="#">Qualified</a>

**\*From** sharleen.newton@iowa.gov

**To: (system users)** ABDEL-RAZEQ, VIVONE  
ADAMS, CAROL  
ALEXANDER, KAREN  
ALLEN, CINDY  
ANDERSON, KAY  
[Selection details](#)

**To: (non-system users)**

*Separate multiple users by comma (,); this field may not contain spaces*

**Include HR status** ☐

**Forms to view**  [List >>](#)

**Forms to complete** Applicant Score/Eligibility  
Applicant Survey  
Applicant UU for Req  
Candidate Address and Contact Form  
Disposition  
[Selection details](#)

Not used at this time.

**File attachments** Brigitte Adams:brigitte resume New.doc  
BRET ANDORF:Resume.doc  
Karen Carmine-Robinson:KRobinsonReferences.doc  
MARTY ALEXANDER:00046DE9.TIF  
MARTY ALEXANDER:00046088.TIF  
[Selection details](#)

**Notify me when these forms have been submitted.** ☐

**Send as HTML attachment** ☒ Yes ☐ No

**Subject** eLink re: reqID: 312BR: CLERK-S

**Your message**

The default From address will be yours. You can change this if you want.

Select any system users to whom this eLink should be sent. You might want to send it to yourself.

Enter the email addresses of any non-system users (generally the hiring supervisors) to whom the eLink should be sent.

If there are more than 50 forms that are in the system for the users you have selected, you will see the List>> icon. See below at the \*\* for instructions on how to select the forms to send to the hiring supervisor. If there are fewer than 50 forms, this box will look like the File attachments box below. Other forms might be score or license.

Attachments are the applications, resumes, or other documents which the applicant has either chosen to attach to their online application or paper applications, resumes, DD214's or other documents which the applicants have mailed or faxed to our office to be scanned. To select the attachments to send to the hiring supervisor, click the top document, and, while still holding down the left mouse button, drag to the bottom of the list to select all of them. If there are fewer than 50 forms in the Forms to view box above, you can select all of them in this same way.

Click Send as HTML attachment **Yes** radio button.

You may enter a different subject if desired. You may also enter a message.

Click Send at the bottom of the screen.

**\*\*** When there are more than 50 forms available for the applicants you selected, you will see a link that says List>>. When that appears, click the link to see the following page. You will then have the opportunity to select the forms to be available for the hiring supervisor. The forms generally of value to the supervisor are the **education history forms** and the **work history form**. Click the List>> link to see the following:

**Search form**

Enter search criteria

educ

☐ Starts ☒ Contains

**Available fields**

- Alan Sherman : Applicant Survey : 11-AUG
- Alan Sherman : Education History Form :
- Alan Sherman : Job Response-Nonpromoti
- Alan Sherman : Job Response-Nonpromoti
- Alan Sherman : License & Certifications F
- Alan Sherman : Talent-GatewayNonpromot
- Alan Sherman : Talent-GatewayNonpromot
- Alan Sherman : Work History Form : 11-A
- Angela Hutton : Applicant Survey : 13-AUG
- Angela Hutton : Education History Form :
- Angela Hutton : Job Response-Nonpromoti
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**Selected fields**

To select all the education history forms, type educ into the search box and click the Contains radio button. Then click Search. The education history forms for all selected applicants will appear in the available fields box. Select each form to move it to the Selected fields box. Unfortunately, the only way to do this at this time is to click each form. Repeat the above steps for the work history forms (enter work into the search box.)

When all forms have been moved to the Selected fields box, click OK at the bottom of the screen.

>> <<

[Selection details](#)

The supervisor will receive an email which contains an attachment with the names of the applicants selected from the Req. If there are more than 25, the supervisor will receive multiple emails. Each name will be a link to that applicant's information. The name will initially be blue. When the link has been viewed by the supervisor, it will become red.

[Help](#)

[Patrick Adamovicz](#)

[Brigette Adams](#)

[Shawn Adams](#)

[Angela Agee](#)

When the supervisor clicks on a name, the following screen will appear which will contain all the selected information in BrassRing for that applicant. The links in the dark blue header bar at the top of the screen are explained below.

Overview	Text resume/CV	PDF resume/CV	Forms	Attachments	?
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This eLink has been sent for the following req ID: 312BR: CLERK-SPECIALIST

Click to send your feedback on this candidate [Respon](#)

**Text resume/CV** To print, place your mouse anywhere within the resume/CV text, right-click, then select Print.

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Date loaded: 17-Aug-2006 14:34:07 (English (US))

Brigette Adams  
35 [REDACTED] Ave. Apt. 411  
Ar [REDACTED] 021  
Hc [REDACTED] 011  
CE [REDACTED] 17  
Br [REDACTED] l.com

**Protected for this example**

Disciplined and reliable, with a serious attitude and career commitment to public service.

Strengths /

**Overview:** Contains the applicant's contact information. If the applicant has an email address, it will appear below the address.

**Text resume/CV:** The resume as it was uploaded into BrassRing. Applicants are instructed not to use special formatting on their uploaded resumes. If they do, the formatting on their online resume may not be ideal. This resume and cover letter will be the

most recent document submitted by the applicant. It may actually be for a job other than yours if the applicant has applied for multiple jobs. Your PA will have access to all cover letters submitted by the applicant.

**PDF resume/CV.** If this option is available, it generally produces a better formatted version of the resume and is better for printing.

**Forms:** This link will include the online forms selected at the time the eLink was created. At a minimum, it should contain any online work history and education history forms completed by the applicant. Please note that some applicants will not complete the online forms if their resumes are complete. In addition to these forms, you may also see the Job Response forms for the specific vacancy if the PA chose to include them. Another form in the system is the Applicant Score/Eligibility form which includes Correctional Officer test scores, typing test scores, and Vets points. There is also a License/Certification form which some applicants may complete if they have a license or certification required for the jobs for which they apply.

**Attachments:** If an applicant has not applied online but has instead sent or faxed a paper application and/or resume to DAS HRE, the document will have been scanned and connected to the applicant record as an attachment. If you see the Attachment link available for an eLinked applicant, there will be one or more attachments. If the Attachment link does not appear for an eLinked applicant, there are no attachments available for that applicant.